

**POFM 1302  
Medical Software Applications**

**Western Texas College**

- I. Basic Course Information
  - A. Course description: Medical software applications for the management and operation of health care information systems.
  - B. Any required prerequisites: None.
- II. Student Learning Outcomes
  - A. Utilize medical software applications; manage patient database; process billing; maintain schedules; and generate reports. Measurement will be maintained with an assignment rubric for each portion of the application.
- III. Major Course Requirements
  - A. Proctored final exam.
  - B. Information on Books and Other Course Materials:
    - 1. Burke, Pearson (2011). Medisoft Made Easy, 2nd Ed. ISBN# 10:0-13-813139-2
- IV. Other Policies, Procedures and Important Dates are available in the [Catalog](#).
- V. Course Organization and Schedule: Weekly Course Schedule

Week 1	Moodle/Syllabus
Week 2	Chapter 1 - An Introduction to Medical Informatics
Week 3	Chapter 2 – A Brief Introduction to the Windows Environment
Week 4	Chapter 3 – An Overview : Using MediSoft in the Medical Office
Week 5	Chapter 4 – A Hands-On Introduction to MediSoft and the Appointment Book
Week 6	Chapter 5 – Entering Patient and Case Information – A Hands-On Approach
Week 7	Chapter 5 – Entering Patient and Case Information – A Hands-On Approach
Week 8	Chapter 6 – An Introduction to Transaction Entry and Claim Management
Week 9	Chapter 6 – An Introduction to Transaction Entry and Claim Management
Week 10	Chapter 7 – Electronic Media Claims
Week 11	Chapter 7 – Electronic Media Claims

Week 12	Chapter 8 – Printing Reports
Week 13	Chapter 9 – Designing Reports
Week 14	Chapter 10 – Setting Up a New Practice
Week 15	Chapter 11 – Utilities Final Exam Review
Week 16	FINAL EXAM

Disclaimer: Schedule and content is subject to change at the instructor's discretion.  
\*\*8 & 9 week courses: Entire course will be taught; all weeks will be doubled up.

VI. Grading Policy: Lab Assignments: 60%, Exams: 20%, Final Exam 20%

Last Modified: August 19, 2015